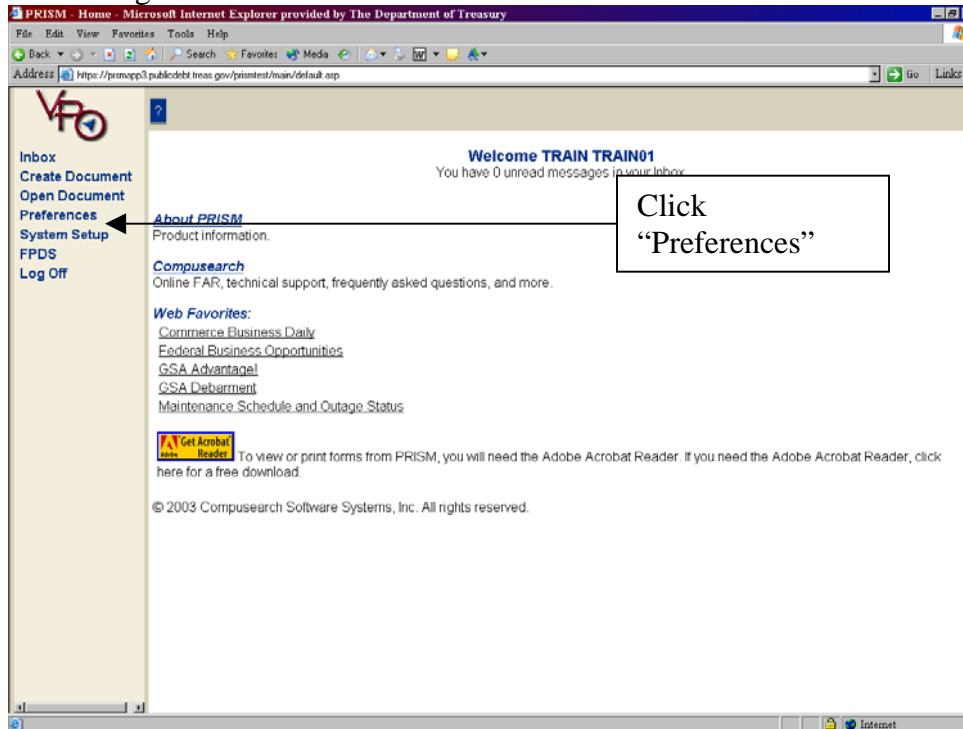


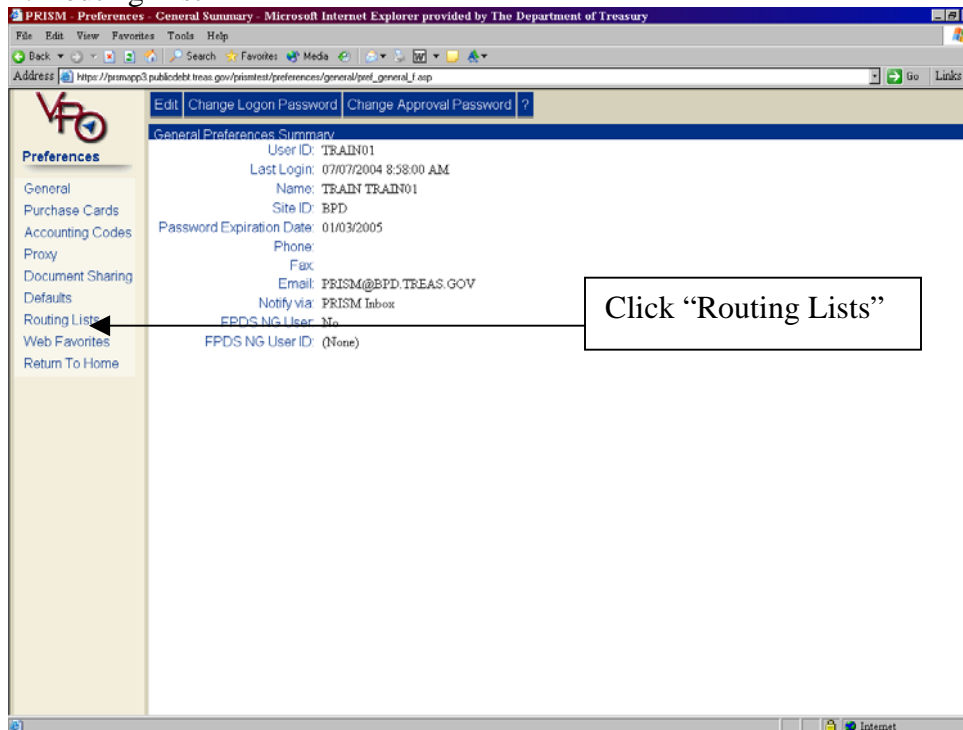
# Creating a Routing List

07/08/2004

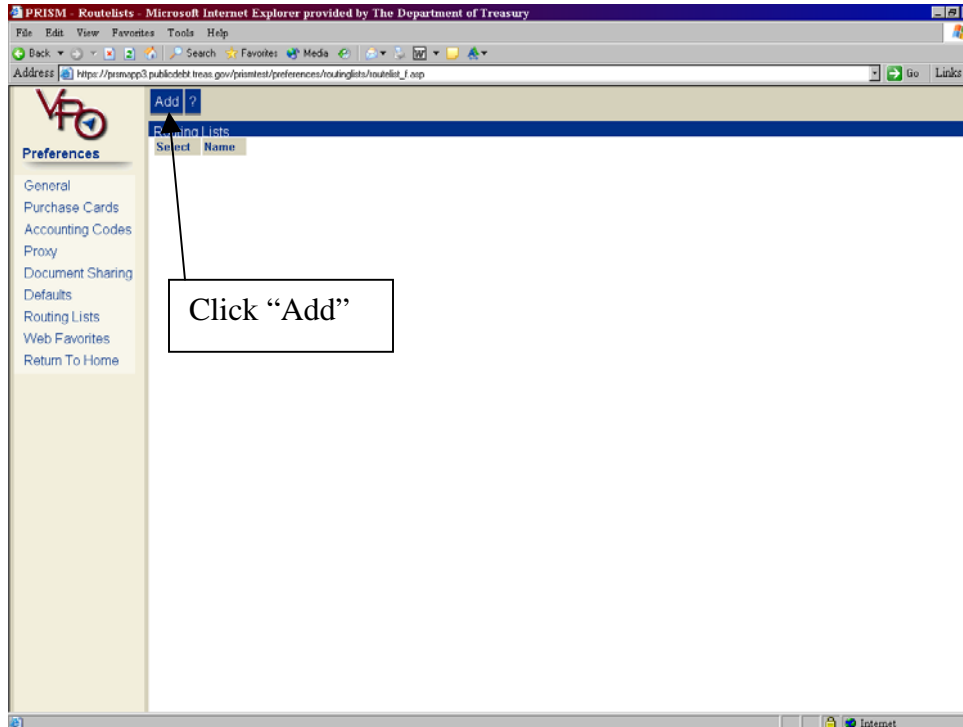
## 1. Creating Route List.



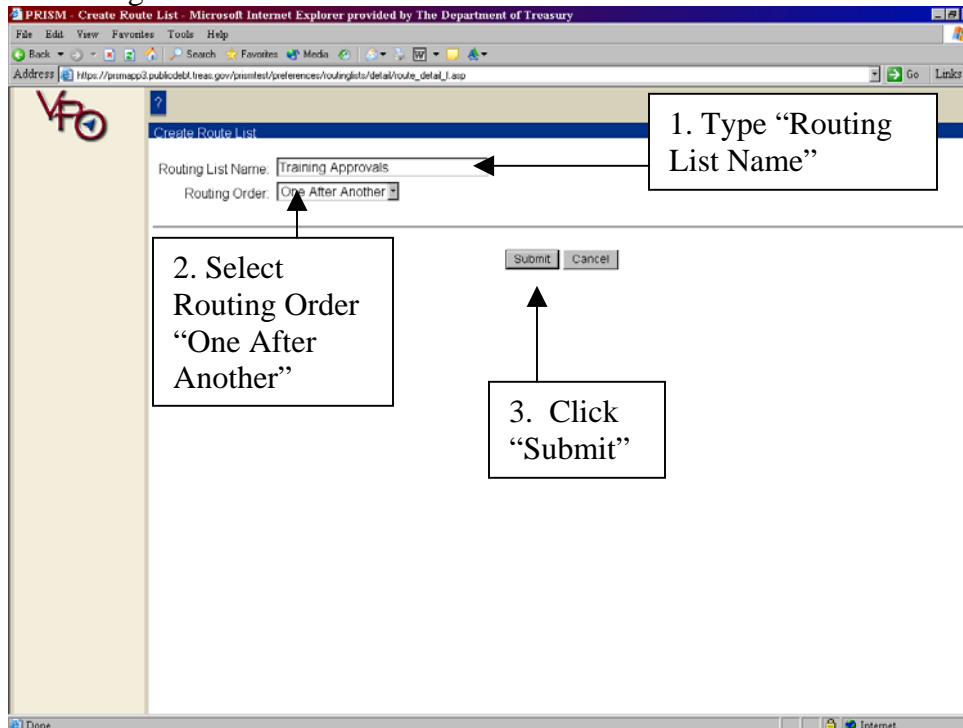
## 2. Routing List



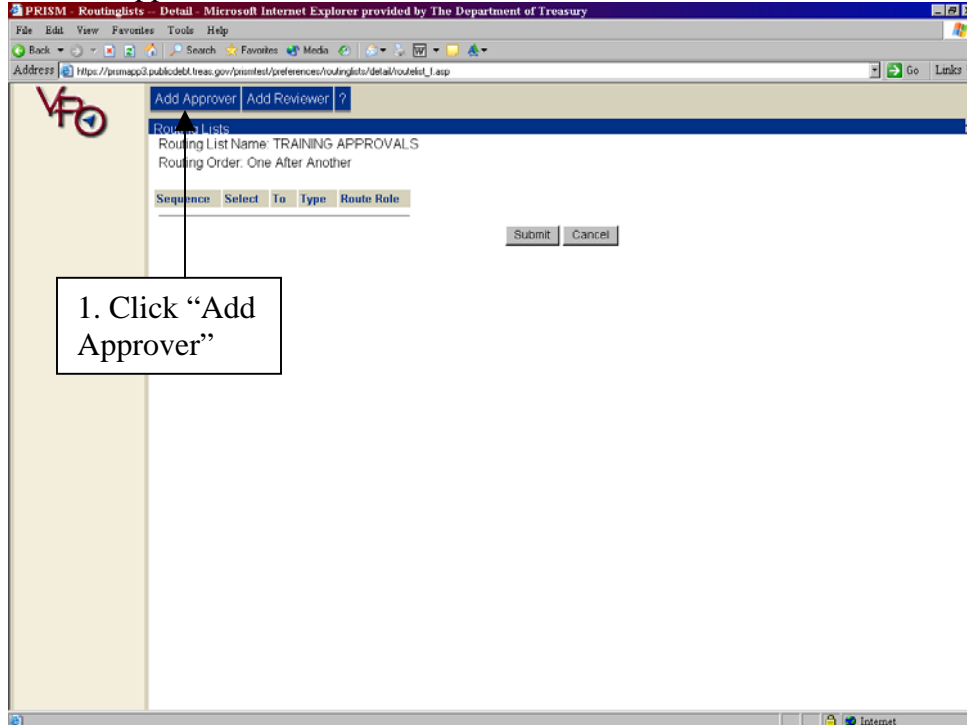
3.



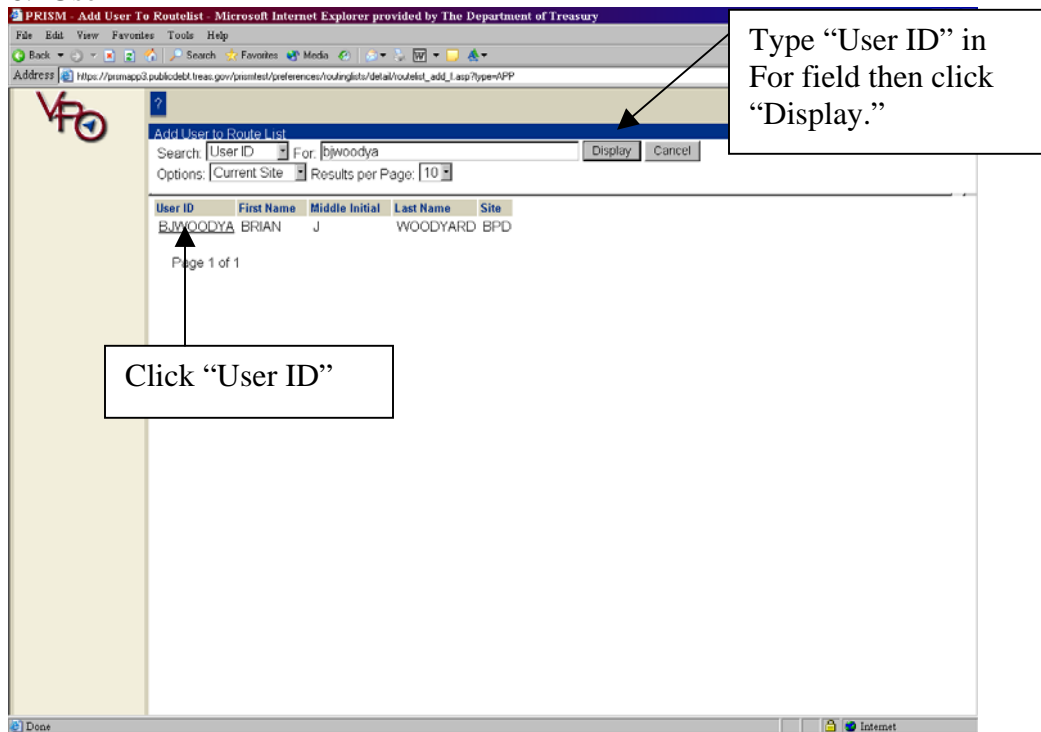
4. Routing List Name.



## 5. Add Approver



## 6. User ID



## 7. Additional Approver

PRISM Routinglists - Detail - Microsoft Internet Explorer provided by The Department of Treasury

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Address [https://prismapp3.publicdebt.treas.gov/prism3/preferences/routinglists/detail/routelist\\_1.asp](https://prismapp3.publicdebt.treas.gov/prism3/preferences/routinglists/detail/routelist_1.asp) Go Links

**Add Approver** Add Reviewer Move Up Move Down Delete ?

**Routing Lists**

Routing List Name: TRAINING APPROVALS  
Routing Order: One After Another

Sequence	Select	To	Type
1	<input checked="" type="checkbox"/>	BRIAN J WOODYARD	Approval

Submit Cancel

To add another name click "Add Approver"

Done Internet

## 8. User ID

PRISM Add User To Routelist - Microsoft Internet Explorer provided by The Department of Treasury

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Address [https://prismapp3.publicdebt.treas.gov/prism3/preferences/routinglists/detail/routelist\\_add\\_1.asp?typed=APP](https://prismapp3.publicdebt.treas.gov/prism3/preferences/routinglists/detail/routelist_add_1.asp?typed=APP)

**Add User to Route List**

Search  For  **Display** Cancel

Options:  Results per Page:

User ID	First Name	Middle Initial	Last Name	Site
A0BRANCH	ADMIN OPERATIONS		BRANCH	BPD
B0CRIDER	BERNADINE	L	CRIDER	BPD
B1WOODYA	BRIAN	J	WOODYARD	BPD
CADAMS	CHERYL	D	ADAMS	BPD
GSPINDLE	GERALD	A	SPINDLER	BPD
J0KOWALCZ	JOHN	A	KOWALCZYK	BPD
J1MCLAUGH	JIM		MCLAUGHLIN	BPD
J2WARMAN	JAMES	C	WARMAN	BPD
K0BECKWIT	KAREN	K	BECKWITH	BPD
K1CASTO	KIM		CASTO	BPD

Next Page 1 of 2

Type "User ID" in For field then click "Display."

Click "User ID"

Internet

## 9. Additional Approver

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Address https://prismapp3.publicdebt.treas.gov/prism3/preferences/routinglists/detail/routelist.asp

Go Links

**VFO**

Add Approver Add Reviewer Move Up Move Down Delete ?

Routing Lists

Routing List Name: TRAINING APPROVALS

Routing Order: One After Another

Sequence	Select	To	Type
1	<input type="checkbox"/>	BRIAN J WOODYARD	Approval
2	<input checked="" type="checkbox"/>	GERALD A SPINDLER	Approval

Submit Cancel

Done Internet

To add another name click "Add Approver"

## 10. User ID

PRISM Add User To Routelist - Microsoft Internet Explorer provided by The Department of Treasury

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Address https://prismapp3.publicdebt.treas.gov/prism3/preferences/routinglists/detail/routelist\_add.asp?typed=APP

**VFO**

? Add User to Route List

Search: User ID For KJHUGHES Display Cancel

Options: Current Site Results per Page: 10

User ID	First Name	Middle Initial	Last Name	Site
KJHUGHES	KELLY	J	HUGHES	BPD

Page 1 of 1

Click "User ID"

Type "User ID" in For field then click "Display."

Done Internet

## 11. Routing List

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Address: https://prismapp3.publicdebt.treas.gov/prism3/preferences/routinglists/detail/routelist.asp

Go Links

VFO

Add Approver Add Reviewer Move Up Move Down Delete ?

**Routing Lists**

Routing List Name: TRAINING APPROVALS

Routing Order: One After Another

Sequence	Select	To	Type
1	<input type="checkbox"/>	BRIAN J WOODYARD	Approval
2	<input type="checkbox"/>	GERALD A SPINDLER	Approval
3	<input checked="" type="checkbox"/>	KELLY J HUGHES	Approval

Submit Cancel

Click "Submit" There is no limit to approvers that can be added.

## 12. Routing List Name

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Address: https://prismapp3.publicdebt.treas.gov/prism3/preferences/routinglists/routelist.asp

Go Links

VFO

Add Edit Delete Copy ?

**Routing Lists**

Select	Name
<input checked="" type="checkbox"/>	TRAINING APPROVALS

To view detail of routing list click on routing list name. More approvers can be added if necessary. Click on "Add" to create additional route lists.